



# Job Opportunity

## State Controller's Office

**Position:** Personnel Specialist

Statewide

**Location:** Personnel/Payroll Services Division  
300 Capitol Mall Drive, Sacramento, CA 95814

**Issue Date:** 02/10/06

**Final Filing Date:** Until Filled

**Contact/Telephone:**  
Linda Danko, 916-322-8111

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-220-1303-018

*Please call (916)323-3055 to request reasonable accommodations*

### Scope of the Position:

Under the general supervision of a Personnel Supervisor I the incumbent is responsible for auditing and processing Personnel Action Requests (PAR) for civil service and exempt departments in compliance with established state and federal laws and regulations, rules, policies, practices and procedures.

### Duties and Responsibilities:

*Candidates must perform the following essential functions with or without reasonable accommodations*

- As the liaison to agencies and departments statewide, representing the State Controller's Civil Service Audits Section, establish and maintain effective lines of communication to resolve existing issues/problems relative to PAR document processing and/or errors that occur while processing transactions.
- Process decentralized PAR transactions, in compliance with state laws, rules, regulations, policies and collective bargaining contract provisions governing employment history (EH) transactions. Notify agencies/departments of audit errors; establish and maintain pending files for identified errors until resolved.
- Process in-house generated EH update sheets, code EH transactions and review EH records for accuracy. When necessary, initiate corrective actions when needed to maintain EH system integrity. Maintain weekly and monthly statistical reports.
- Identify all errors and/or inconsistencies reflected in various reference manuals utilized for EH transaction processing; document and report these findings to the supervisor for corrective action.

*Applications will be screened and only the most qualified will be interviewed*



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



**How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Personnel/Payroll Services Division

300 capitol Mall Drive

Sacramento, CA 95814

Attn: Linda Danko